



So you're planning an

Outdoor Concert

Ask yourself these basic questions at the beginning of your planning process and before completing the [Community Event Application](#). Determining answers early on will help you organize and execute an effective event that is enjoyable for everyone involved and provides little disruption to the surrounding area.

1. Where will the concert take place?

Is it on public, park or private property? If it is on private property, don't forget to obtain a letter of permission from the private property owner.

2. What is your estimated crowd size?

3. Will tickets be sold for your concert?

Have a plan in place that details how you will sell the tickets. Will it be done day of at the concert site, or in advance?

4. If it is a gated concert, have you identified where you will obtain fencing or barricades?

You also can't forget about lighting for nighttime events and power sources.

5. Have you enlisted the help of enough staff and/or volunteers to take tickets and assist concert-goers based on your estimated crowd size?

6. Have you contacted the Wichita Police Department to create a security plan that incorporates the use of off-duty certified law enforcement officers?

7. Will water, refreshments and food be available to the public?

A water source must be available for the crowd. The location of food vendors needs to be noted on your site plan. All vendors selling food will need food handler's licenses and Transient Merchant Licenses from the City.

8. Where will trash containers and portable restrooms be located?

Typically one portable restroom is necessary for every 50 people and one trash container per 10 people.

The Division of Arts & Cultural Services is available to assist you and answer any other questions you have regarding planning your event. Call 316-303-8630 or e-mail Cslark@wichita.gov for more helpful tips.